

**MINUTES**  
**SELECT BOARD MEETING**  
**TOWN OF COVENTRY**

**Monday March 27<sup>th</sup>, 2017 at 5:00 p.m.**

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**Board Members Present:**

Bradley Maxwell; Scott Morley

**Town Officials Present:**

David Gallup/Road Commissioner; Amanda Carlson/Town Administrator

Lyell Reed/Lister; Gary Petit/Lister; Anita Gariepy/Lister

David Barlow/Trustee of Cemetery Funds

Kate Fletcher/Delinquent Tax Collector

Maurice Jacobs/Planning Commission; Skip Gosselin/Planning Commission

**Guests:**

Adam Messier; Joshua Griffes; Karen Hamelin-Bristol

**Press:**

Elizabeth Trail/Barton Chronicle

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- 1. Brad Maxwell called the meeting to order at 5:00 p.m.**
  
- 2. Approve the minutes of the March 20<sup>th</sup>, and March 22<sup>nd</sup>, 2017 meeting**
  - Scott Morley made the motion to approve the minutes of the March 20<sup>th</sup> meeting as written. Seconded by Brad Maxwell. Minutes signed and approved by the Board quorum.
  - Scott Morley made the motion to table the approval of the March 22<sup>nd</sup>, 2017 meeting until Mike Marcotte was present. Seconded by Brad Maxwell. The minutes will be reviewed for approval at the next meeting.
  
- 3. Allow for public comment**
  - No public comment.

#### **4. Review contract for Delinquent Tax Collector**

- Scott Morley welcomed Kate Fletcher as the newly appointed Delinquent Tax Collector.
- Scott explained that information has been requested from the former Delinquent Tax Collector, Cynthia Diaz. A small amount of information has been provided but the records are not adequate.
- The Select Board and the Town Administrator, Amanda Carlson will work with the new Delinquent Tax Collector, Kate Fletcher to create a system for collection and reporting to the Board.
- The Board will work with the Auditor to ensure Kate is given the most accurate records available for delinquencies prior to her contacting residents.
- The Board and Kate Fletcher reviewed the contract for the Delinquent Tax Collector that will be effective until Town Meeting Day 2018. All parties agreed to, and signed the contract as written.
- Mike Marcotte reviewed the contract by electronic copy and stated by email that he will come into the office to sign his approval outside of the meeting.

#### **5. Listers Office Space**

- Lyell Reed stated that current Board Room and Town Administrators Office has always been the Listers Office and asked the Board where they were now expected to work.
- Scott Morley stated that there is a Listers meeting, and onsite training, this coming Wednesday March 29<sup>th</sup>, 2017 at 10:30 am which includes: The Board of Listers, David Barlow as Listers Assistant, Doug Lay District State Advisor, Scott Morley and Chris Meile from NEMRC software. Scott stated that the issue of physical space for the Listers will be discussed at the meeting on Wednesday.
- Maurice Jacobs asked the Board where the Planning Commission is expected to meet. They have been suspending meetings for the last while but need to start working on the Town Plan due next year. This process will include having residents in to hear testimony.
- Scott Morley replied that he cannot confirm where they will meet but he is safe in saying that it will not be in the Board room. The Board room space will be off limits after business hours.
- Brad Maxwell stated that the groups can always plan on using the upstairs or the gym during off hours.

#### **6. Request Treasurer's report to include detailed list of Town revenue for preceding calendar week including all source documents.**

- The Board reviewed the income report provided by the Treasurer for March 18<sup>th</sup> through March 24<sup>th</sup> 2017. Total income: \$542.85; *Cash \$2.00, Checks \$380.35, ACH Direct Deposit \$160.50*

- The Board noted that the report included copies of checks but no back up paperwork for the source of the revenue. Petty cash was not accounted for. There was no bank deposit ticket provided, and no account for inhouse cash.
- The Treasurer was not present to comment.

## **7. Other Business**

- David Gallup stated he has requested some quotes for a security system at the Route 14 Town Garage. The VLCT – PACIF insurance carrier will supply 50% of the cost under a grant program. Once the quotes are received the Board will review before the application is submitted.
- At the Select Board meeting on March 20<sup>th</sup>, 2017 there was a complaint from Viola Poirier about her neighbors barking dogs. Scott Morley agreed to visit the neighbors.
- Scott reported that he had a conversation with the dog owners on Sunday March 26<sup>th</sup>, 2017. The family agreed to move the dogs to the opposite side of the house in an effort to diffuse some of the noise.
- BJ's Cleaning Service will be painting the gymnasium the last week of April. Bobbi Jo will work around some of the community groups and some events will need to be cancelled.
- Color choice will need to be confirmed in the next few weeks.
- Scott Morley stated that since the upstairs will be used as a meeting space going forward, the books contained there from the former Library need to be removed.
- Scott asked David Barlow to pass a message along to Kathleen Ahearn who was working on the project for the last few months.
- Books will need to be removed quickly and what cannot be saved will need to be disposed of.
- Scott Morley stated that he has contacted the Recreation Committee regarding various decorating supplies that have been stored in the upstairs space. He has not received a response.
- The Board quorum agreed to take the responsibility of sorting through the items and disposing of anything they deem unneeded so the space can be cleared.
- The Board quorum agreed unanimously that the trailer containing the Town owned tents, tables and chairs should be moved and stored on Town Property. The Board previously agreed to sort through the items after Coventry Day and determine what will be kept.
- The Board granted David Gallup authority to contact Israel Sanville who currently has the trailer on his property, to make arrangements to move the trailer to the Town Garage for storage.

- Coventry Day:
- Scott Morley stated that the event has been a tremendous success in the past and praised the recreation committee for the work that has been done. The Board does not want to change the event and would like the recreation committee to continue to plan the event.
- The Board asked Anita Gariepy to speak with Cynthia Diaz to confirm if she, and the Recreation Committee will in fact be continuing to plan the 2017 Coventry Day event. Anita agree to communicate with Cynthia and consider assisting with the planning if required.
- Select Board meetings have been cancelled for Monday April 3<sup>rd</sup> and Monday April 10<sup>th</sup>, 2017. The Town has payment obligations due before the next scheduled Monday meeting and agreed to meet on Thursday April 13<sup>th</sup>, 2017 at 5 p.m. with the sole agenda of signing accounts payable warrants.
- Karen Hamelin-Bristol asked the Board about the bonds held for the former Delinquent Tax Collector. Scott Morley replied that all Town Officials have been bonded by the Towns general insurance policy held by the Vermont League of Cities and Towns.
- Karen asked who is authorized to receive current taxes. The Board responded that this has been solely the Treasurers responsibility.
- Karen stated that the former Delinquent Tax Collector did not do her duty, failed to turn over documents as required and questioned if this is a court enforceable action. Scott Morley replied that this was something the Board could not answer until they consulted their Attorney.
- Karen questioned the verification of payments submitted and taxes marked as paid. It was explained that the Auditor has verified all this information with the bank records.
- Karen Hamelin-Bristol had specific questions about residential and non-residential rates on a tax bill from 2010. Brad Maxwell suggested she set up a meeting with the Lister Lyell Reed to discuss the process and look into the past records.
- Scott Morley suggested to Karen that she speak with counsel to sort through her specific issues. In the meantime, if the Board uncovers any information directly applicable to her, or her property, then they will inform her.

## **8. Sign Orders**

- The Treasurer provided three additional checks that were not included in the Board Warrant for payment. Invoices were not provided to the Town Administrator prior to the warrant being produced.

- Checks were removed and the Treasurer will be notified that checks can only be written for items listed on the warrant and that all invoices must be submitted to the Select Board Office for review.
- Amanda Carlson to contact vendors to ensure addresses are changed to the Select Board PO Box.
- Scott Morley made the motion to allow Mike Marcotte to come to the Treasurers Office on April 3<sup>rd</sup> and April 10<sup>th</sup>, 2017 to sign and approve payroll checks and warrants on behalf of the Board. Seconded by Brad Maxwell.
- Warrants will be provided by the Town Administrator's Office and the Board will review approved payroll at the meeting on April 13<sup>th</sup>, 2017.

Accounts Payable	AP#20 – 03/27/2017	\$ 681.21
Payroll	For week ending March 25 <sup>th</sup> , 2017	\$ 2,133.72
<b>Signed by the Board for the Treasurer to draw checks totaling</b>		<b>\$ 2,814.93</b>

**9. Meeting adjourned at 6:15 p.m.**

- The next Select Board meeting is scheduled for Thursday April 13<sup>th</sup>, 2017 at 5:00 p.m.

*Select Board meetings for Monday April 3<sup>rd</sup> and Monday April 10<sup>th</sup>, 2017 have been cancelled by the Board. Weekly meetings will resume on Monday April 17<sup>th</sup>, 2017.*

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Michael Marcotte / Chairman

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Bradley Maxwell

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Scott Morley

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Amanda Carlson / Town Administrator